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ABSTRACT

Directed to the Multnomah County, Oregon, sixth grade students who participate in the Outdoor School program, the reusable handbook serves as an introduction to the week-long, resident outdoor education experience which focuses on four natural resources: soil, water, plants, and animal life. Each week, four sixth grade classes from different schools participate in learning and living activities at the school sites, regular children's camps leased for the purpose. Housed in cabins under the supervision of high school aged Junior Counselors, students share work duties such as serving food, setting tables, hosting meals, cleaning facilities and grounds, carrying firewood, and forecasting weather. Each day, students form small groups to concentrate on one resource area during two lengthy outdoor study sessions. They may participate in archery, bait casting, riflery, knife and axe, hiking, or nature crafts during a daily recreation period. A quiet time, class meeting, and campfire complete the fully scheduled daily routine. There is a heavy emphasis on behavior, especially at mealtime. Complete procedures for registration, identification of possessions, arrival and departure, camp duties, ceremonies, and health and safety are described. Directions for construction of necessary camp equipment (tote bag, hobo stove, plant presses, insect collection boxes) are included. (SB)

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THE STUDENT'S HANDBOOK FOR THE OUTDOOR SCHOOL

Compiled by Warren C. Gilfillan, Director

and

Robert A. Burgess, Coordinator of Instruction

MULTNOMAH OUTDOOR EDUCATION
P. O. Box 16657, 220 S. E. 102nd Ave.
Portland, Oregon 97216

A service of Multnomah County Intermediate Education District
Thomas J. Sommerville, Superintendent

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

TO THE OUTDOOR SCHOOL STUDENT

This handbook has been written for you. You will soon be leaving the four walls of your indoor classroom to attend school in the out-of-doors. The week you spend at the Outdoor School will give you a chance to learn about our natural resources: Soil, Water, Plants, and Animal life. I think you'll find that learning about these resources in nature's classroom is fun because you will be surrounded by the things you are studying and you can see, touch, and hear nature around you.

Read this handbook carefully so you can be thoroughly prepared for your Outdoor School experience. Share the handbook with your parents too. If you follow the suggestions in this book, they will help you feel more at home at the Outdoor School and make your time more valuable.

The staff and I are looking forward to seeing you at your school in the out-of-doors.

See you soon!

Your Outdoor School
Site Supervisor

THE OUTDOOR SCHOOL SITE

Since the Outdoor School is intended to let you study for a whole week in the outdoors, an effort has been made to move you right next to your outdoor laboratory. A regular children's summer camp has been rented for this purpose. There you will have snug cabins to live in, a large dining hall in which to have meals, shower and wash facilities for your personal cleanliness, and a nurse if you become ill. For your daily studies your class will have the out-of-doors for your "classroom". This outdoor classroom will be quite different from the one you are accustomed to, for one thing, much larger. You will find forested areas, open meadows, a variety of plant and animal life, different types of soil, and a stream or lake. Here your class will discover much about nature, assisted by your teacher and the Outdoor School staff.

Three other classes from different schools will also attend the Outdoor School the week you are there, each with its own study area.

THE OUTDOOR SCHOOL STAFF

School in the out-of-doors requires many people working together. The people you will get to know during this week are: the Site Supervisor, Resource Specialists, Senior Counselors, Nurse, Kitchen Staff, and the Caretaker. These people are there to see that you enjoy your week of Outdoor School and learn as much as possible.

LIVING AT THE OUTDOOR SCHOOL

Unlike your study group, which is your entire class on your study area, your living group will be made up of students from the other schools. You and one of your classmates will join 6 or 8 other sixth graders to make up a cabin group, either of boys or of girls. Each group will live in a separate cabin under the leadership of a trained, high-school-age person called a Junior Counselor. Your Junior Counselor is there to help you in everything you do during your week in the Outdoor School and will want to become your very close friend. Girl's cabins are grouped in one part of the camp, boy's cabins in another.

Each day you will perform a share of the duties which are important for the successful operation of the school. Most of your work duties will be done with some members of your cabin group, and it will be your responsibility to MAKE SURE YOU REPORT FOR THESE DUTIES ON TIME at the location listed later in this handbook. As a duty group you will, at one time or another, sweep floors, set tables, serve food, clear tables after meals, carry firewood, clean the wash and shower houses, clean up the grounds, raise and lower the flag, forecast the weather, and act as host or hostess at meal times.

In addition to the general school duties, it will be your responsibility to see that your bunk area and cabin are in good shape. A group of students conduct a daily inspection of cabins.

Everyone will eat in the dining hall. Outdoor School cooks are employed to see that you get delicious, balanced meals. Seconds are available at all meals and no one will go hungry. In the dining hall you may sit where you wish but it is recommended that students from the same class not bunch up at a single table.

STUDYING IN THE OUTDOOR SCHOOL

Each day from 9:30 to 12:00 in the morning and from 2:00 to 4:15 in the afternoon you will go to your outdoor classroom with your teacher, classmates, and members of the staff. Each day you will study one of the natural resources: Soil, Water, Plants, or Animals. Since you will be surrounded by nature, you will be concentrating on natural science and conservation; however, your other school subjects will not be neglected. They will simply be presented to you in new and different ways and become a part of your nature study. You will find that you will be working mostly in small groups doing things that will help you to understand nature.

HAVING FUN AT THE OUTDOOR SCHOOL

Every afternoon there is a recreation period. Archery, bait casting, riflery, knife and axe, hiking trips, and nature crafts are offered. You are encouraged to try as many of these activities as possible during your stay. During one of the recreation periods you will be participating in a field day which will

involve cabin competition in such things as crosscut sawing, log carrying, tug 'o war, etc.

Each evening there will be a fun campfire everyone will attend. Both the staff and your cabin groups will provide the nightly program. During campfire you will be sitting together as a cabin group with your counselor, singing and enjoying stunts and skits. After campfire you will return to your cabin <u>with your cabin counselor</u> and prepare for bed.

PREPARING FOR THE OUTDOOR SCHOOL

Before attending the Outdoor School, your teacher will pass out a letter, a brochure, and a permission and medical history form to take home to your parents. The letter and brochure will explain to your parents about the Outdoor School. The Health History and permission slip must be filled out and signed by your parents. This form must be completed and returned to your teacher <u>at least 10 days</u> before departing for the Outdoor School.

CLOTHING AND EQUIPMENT FOR OUTDOOR SCHOOL

Following is a <u>suggested</u> list of needed items. Please <u>do not</u> put your family to needless expense, but rather borrow from friends and bring older clothing and equipment that you might already have. The main thing you want to consider is that you will be dressed warmly enough and that you can keep dry in case of rain. Remember, the weather outside now may change - prepare ahead. <u>Footwear is probably the single most important item on the list</u>.

SLEEPING GEAR

Warm sleeping bag or heavy, 3-blanket bedroll and sheet
(Extra blanket if sleeping bag is light)
Pillow and case

CLOTHING

Hat
Shirts (3 or 4)
Jeans or heavy trousers (4 or 5 pair)
Warm jacket
Sweater
Socks (6 to 8 pair)
Underwear (4 to 6 changes)
Handkerchiefs
Pajamas
Slippers
Raincoat
Waterproof head covering
Sturdy boots (or rubber or plastic overshoes)
Lightweight shoes
Tennis shoes
Shower thongs
Hip boots (only if you already have a pair)
Gloves

TOILET KIT

Bath towel
Hand towel
Wash cloth
Soap and container
Comb
Toothbrush and paste
Salve for chapped lips
Facial tissue
Hair brush (girls)
Shower cap (girls)

EQUIPMENT

Letter writing materials (paper, envelopes, stamps, or postcards)
Pencil or pen
Camera and film (optional)
Musical instrument (optional)
Binoculars (optional)

PLEASE DO NOT BRING MONEY, RADIOS, COMIC BOOKS, POCKET KNIVES, FLASHLIGHTS, CARD GAMES, MATCHES, OR ANYTHING TO EAT - INCLUDING CANDY OR GUM.

IDENTIFICATION OF PERSONAL POSSESSIONS

It is important that you not lose clothing or other possessions while at the Outdoor School. The Outdoor School cannot be responsible for lost or stolen belongings. All personal items and equipment should have your name and your school name marked clearly on them. It is recommended you use a waterproof felt pen, a sewn-on name tag, or embroidery to mark all items. It would also be to your benefit to make out a check list of what you take to the Outdoor

School and recheck it carefully before returning home. This is your responsibility. You will be given three baggage identification tags. These should be marked with your name, address and your school name and securely attached to your suitcase, handbag, and bedroll or sleeping bag.

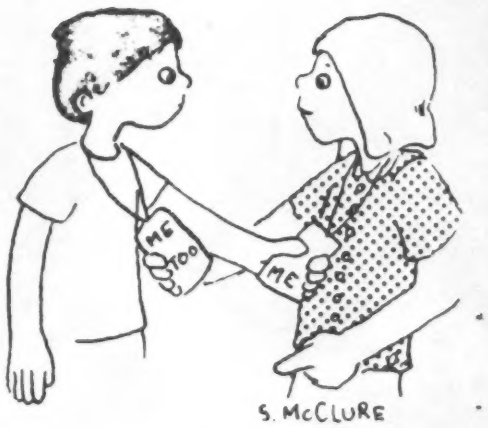
DEPARTING FOR THE OUTDOOR SCHOOL

On the Sunday you leave for the Outdoor School you should bring your baggage to school. Your teacher will give you directions on the time to be there. It is recommended that before loading the bus you double check to make sure your baggage tags are filled out and attached to your belongings. Your teacher will place the equipment you made in boxes for transport to the Outdoor School.

ARRIVAL AT THE OUTDOOR SCHOOL

When you arrive at the Outdoor School site you should remain seated and quiet until the Site Supervisor boards your bus and gives you instructions. Your teacher will then give you your own Health History form to hold until taken up by the nurse or doctor at the dispensary. Your baggage, sleeping bags, handbags, coats (unless needed), and other gear should be left on the bus. The Outdoor School staff will unload the bus and place your class's

gear in a safe, dry area, separate from other groups.



The girl students will be asked to leave the bus and assemble around one of the Junior Counselors, a high-school-age girl. She will lead you to the dispensary for a medical check. The boys in the class will follow one of the boy counselors in the same manner. After your medical check and a tour of the site the Junior Counselors will remain in charge and direct your return to a general assembly area.

You will be assigned to a cabin and with the aid of your Junior Counselor will pick up your gear and settle in to your new living quarters. Your Junior Counselor will give you a name tag to wear. This will aid you in getting to know the other students in your cabin. You should wear your name tag at all times.

Some of you will have a duty on Sunday. Duties will be chopsticks, weather, flag, host, hostess, Johnny Jump-up, or K.P. Your counselor will tell you if you have such a duty and, if so, where and when to report. A duty schedule will be posted in each cabin. Chopsticks, flag, and weather will report to their stations about one half hour before the dinner meal, and K.P.s will remain after the meal. Hosts, hostesses, and Johnny Jump-ups will report at the regular time to the dining hall, where they will be informed of their duties before entering the dining hall.

Evening flag ceremony will be conducted just before dinner. Everyone will assemble and proceed quietly to the flag area, where a short ceremony will follow. After flag ceremony, everyone will move to the dining hall.

After dinner you will have a short meeting with your teacher in a place that will be announced during the mealtime. At the end of the teacher's meeting you

will be returned to your cabin area by a Junior Counselor. After your entire cabin group is assembled you will move out to the campfire area as a cabin group. It is important that you dress warmly enough for campfire. At the campfire your cabin group will sit together. When campfire is over you will be dismissed by cabin groups. Staying with your counselor, walk quietly to your group's cabin and begin preparation for bed. Shortly you will hear "lights out" on the loudspeaker which means that 10-15 minutes later, when the loudspeaker signal for "end-of-day" is played, everyone is to be quiet for the night.

GUIDELINES FOR OUTDOOR SCHOOL

Some behavior guidelines are necessary at Outdoor School. These guidelines are not meant to restrict people from having a pleasurable experience but to insure that everyone can enjoy the Outdoor School equally. These guidelines are really simple, common-sense rules that you will find make good sense.

1. You should not leave the Outdoor School grounds unless you are under the direction of a staff member. The boundaries are explained at the opening assembly.
2. For the sake of safety, you must never go near creeks or lakes unless under the supervision of a staff member.
3. Experience has shown that whenever sixth graders throw rocks, fir cones, etc., someone ends up on the receiving end of the missile. (A common sense rule???)
4. Many accidents at the Outdoor School are caused by running. With slippery trails, exposed roots and rocks, and other obstacles, running simply gives the nurse more unnecessary business than she needs.
5. There is never a need for you to have matches.
6. You must not leave your cabin from "end-of-day" announcement until "wake-up" at 7:00 a.m. (lavatory use excepted).
7. Under no circumstances should students remove, injure or destroy living plants or animals. Collecting of scientific specimens under the guidance of a staff member is permitted.
8. If you become sick or get injured you must report to the nurse immediately, day or night. If you are seriously injured or ill and feel you should not move, have someone call the nurse to you.

9. You are expected to follow the Outdoor School schedule.

We must all remember that we are guests at the Outdoor School site and so must conduct ourselves accordingly. Littering the grounds, writing on cabin walls, destroying property, or acting in an obnoxious manner are not the acts of good guests.

COOK OUT

During your week of Outdoor School you will have an opportunity to cook your own lunch on the hobo stove which you have made. The day and time of this cookout will depend on the weather and other factors, but it generally will be done during the middle of the week.

Prior to the cookout you will be given directions on how, when, and where to do your cooking. Listen carefully to these directions as they will point out the safe way to handle your stove and how to prepare a good meal. Just before the cookout you will be asked to pick up your hobo stove, burner, turner, and damper. All four parts are necessary to a successful cookout.

Two students from each cabin will be selected to accompany their Junior Counselor to the dining hall to pick up your cabin's food box.

Cooking is to be done only in areas set aside for this purpose. Your Junior Counselor will know where these areas are located.

At the completion of the meal you must carefully follow the directions of your Junior Counselor for cleaning up the cooking area and disposal of the hobo stoves, burners, turners, and dampers.

SOIL CEREMONY

Before leaving for Outdoor School you are requested to bring a small plastic

baggie of soil from your home to school. This soil will be collected by your teacher and used as part of a soil ceremony held during campfire on Thursday evening at Outdoor School. It is important that you remember to bring this item.

FRIDAY SCHEDULE

On Friday morning you should start packing your gear as soon as you get up. Please be sure you pack everything you brought to the Outdoor School. This may mean checking under your bed, in the shower house, in the dining hall, in your class meeting area, etc.

Flag, weather, and chopsticks are scheduled as usual. After the breakfast meal you should return to your cabin and finish packing. You will receive directions regarding the moving of your gear to the bus loading areas. Your cabin should be clear of your gear by approximately 9:15 a.m.

The morning study period will begin at approximately 9:15 a.m. This final study session will be in the form of a review session of the week's activities in soil, water, plants and animals.

At the completion of the study session you will go directly to the Dining Hall for lunch. The luncheon meal is served early on Friday since buses must be loaded about 12:15 p.m. with departure scheduled for no later than 12:30 p.m. You will be responsible for seeing that all of your personal gear is loaded on your bus. Generally, your bus will arrive back at school between 1:30 and 2:30 p.m.

If, when you return home, you find you have left something at the Outdoor School please call the Outdoor Education office (255-1841) so we may make every effort to see that it is returned to you.

THINGS TO MAKE FOR THE OUTDOOR SCHOOL

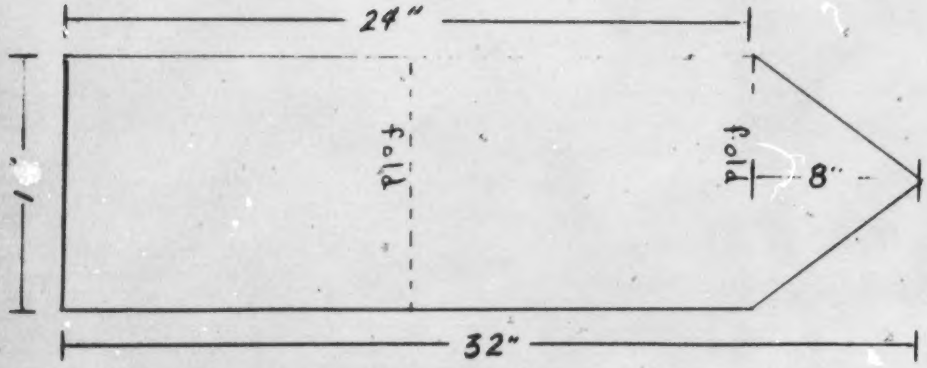
Since you will be doing many activities in the out-of-doors that require the use of special tools, it will be necessary for you to make some of this equipment. Many of these items may be made at school, but in some instances your teacher may want you to complete these at home. The following pages explain how to make these items to be used at the Outdoor School.

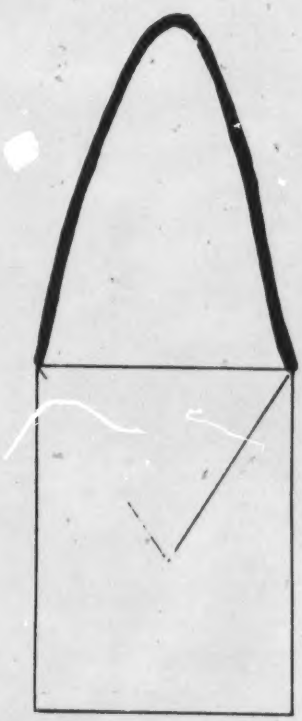
Each member of the class should have the following items:

1. Tote Bag
2. Hobo Stove (4 parts make up the Hobo Stove - stove, burner, turner, and fire damper)
3. A small plastic bag of soil from your home.
   (This container of soil should be turned over to your teacher before departing).

In addition to the above items your class may wish to have one or two plant presses and one or two insect collection boxes. Directions for the construction of these two items is shown on following pages of this handbook.

TOTE BAG





MATERIALS NEEDED

One piece of material (preferably oilcloth or other waterproof material) - 12" X 32"

One piece of material - 4" X 30"

DIRECTIONS

Fold Tote Bag 12 inches from the bottom to form the body of the Tote Bag. Fold the Tote Bag 8 inches from

the top to form the flap.

With right sides together double stitch 5/6" seams on both sides of the body of the Tote Bag. Turn right side out.

Fold strap in half lengthwise making it 2" wide. Stitch ½ inch seam along open side of the strap. Attach ends of strap on the outside of the body near the top with double stitching.

You may wish to put a snap on the flap.

The length of the strap should be adjusted to each individual so the bag hangs at hip level.

HOBO STOVE

MATERIALS NEEDED

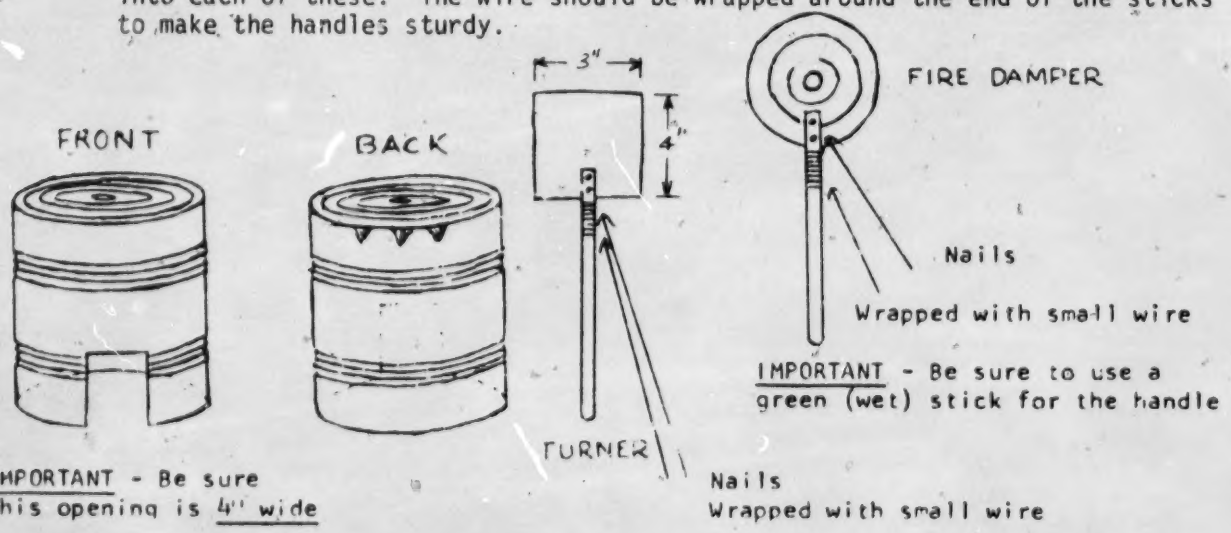
1 #10 tin can
1 tuna fish or pet food can with lid
Paraffin or wax
String or candle wick (3" long)
Newspaper or corrugated cardboard
2 green sticks (12" long)
4 small nails
Can opener
Hammer
Tin snips
Wire

INSTRUCTIONS

1. Cut a door from the #10 can, approximately 3" X 4" (see illustration below).
2. On the opposite side of the #10 can at the top side use the can opener to punch 3 holes to act as a draft for the stove. (See illustration)

TURNER AND FIRE DAMPER

1. The 3" X 4" piece of tin which was cut from the #10 can will become the turner. The lid from the tuna can will be your fire damper.
2. A small slit is cut in the end of the green sticks and the 3" X 4" piece of tin and the lid from the tuna can are now to be placed in the slits. The turner and the damper should be securely fastened by pounding two small nails into each of these. The wire should be wrapped around the end of the sticks to make the handles sturdy.

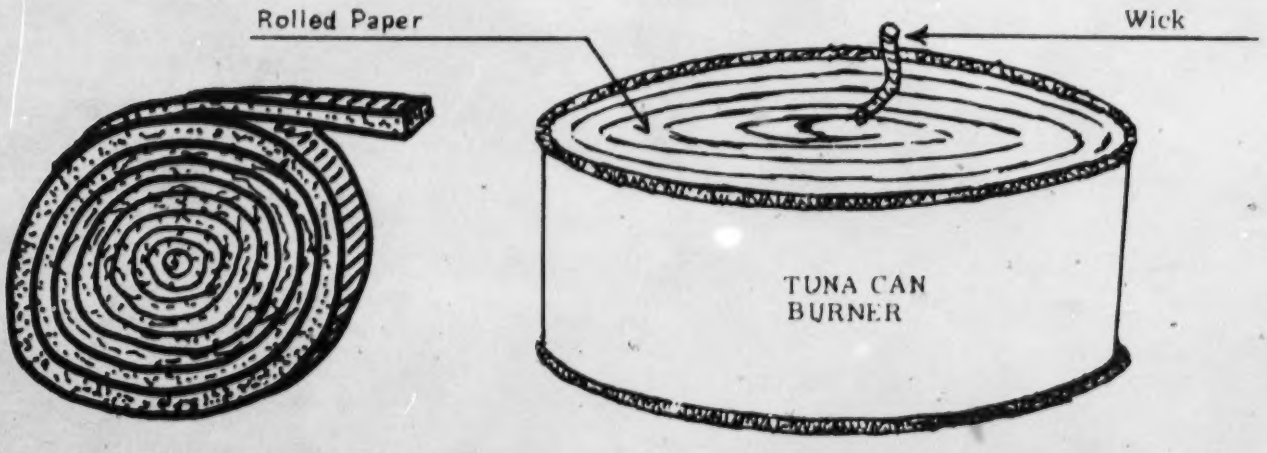


FOR SAFETY IT IS RECOMMENDED THAT MASKING TAPE BE PLACED OVER ALL CUT EDGES

BURNER

1. Take some newspaper or cardboard and cut it into strips the height of the tuna can. (If you use cardboard, you should strip off one side of the cardboard and use only the corrugated strip).
2. Before beginning to roll the paper, put a 3" piece of string into the middle of the cardboard or paper and let it stick above the paper. This will help light the burner.
3. Roll the paper strips into a wheel, (see illustration) adding more strips of paper as needed until the ball fills the tuna can. Do not roll paper too tight. Rolled paper may extend ¼ inch above top edge of can.
4. Pour melted paraffin into the can (but not quite to the top of the rolled paper) after you have put the rolled paper in it.

NOTE: Melting paraffin can be dangerous. Let your parents or teacher do this for you.



CARDBOARD PLANT PRESS

These are easy to make and cost nothing. Get these materials to make one:

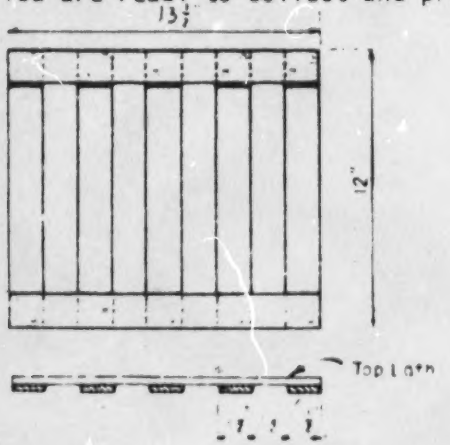
1. Four 12" x 14" sheets of corrugated cardboard; it has a corrugated filler that allows air circulation. Generally available from a grocer.
2. Sheets of newspaper. Use the absorbent news section rather than a magazine. 100 sheets cut to fit press.
3. One wooden board about 12" x 12" and approximately ½" thick.
4. Three or four large rubber bands. Old inner tubes provide good ones. They make a firm press.
5. Two bricks or other weights. You can find these at Outdoor School.

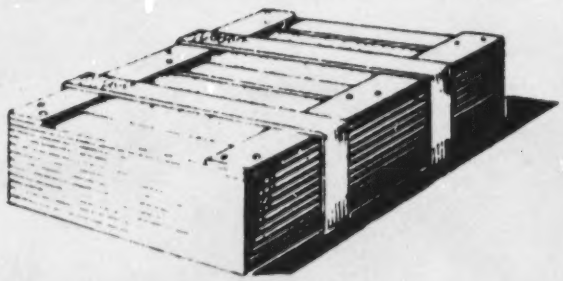
WOOD PLANT PRESS

If you like to make things with tools, this press is not hard to make. It is the kind most botanists use. Wood lath or wood strips can be used. Follow these instructions:

1. Cut 10 pieces of lath 12" long, and 4 pieces of lath 13½" long. Smooth lath with a hand plane.

2. You will need 40 small nails, or ½" round-head screws.
3. Tools needed are hammer or screwdriver and a square. A small hand drill helps to keep lath from splitting.
4. Make two frames to look like the drawing. Be sure they are square.
5. Get two straps, or cut rubber bands from a larger inner tube. Rubber bands work better, they bind your press firmly.
6. You need newspaper and corrugated cardboard as you use for the cardboard plant press.
7. Place at least 10 pieces of 9" X 11" white paper in between newsprint. The plants will be placed on a piece of paper for preservation.
8. You are ready to collect and press plant specimens. KEEP CAREFUL RECORDS.





PLANT PRESS

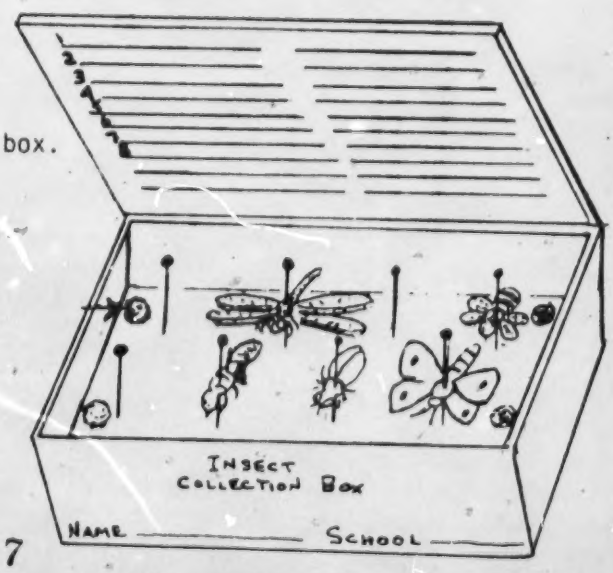
INSECT COLLECTION BOX

MATERIALS NEEDED

Cigar box - 2" x 6" x 8" size
Piece of corrugated cardboard, firtex, cork or styrofoam
Paper - white or kraft
Glue
Mothballs

INSTRUCTIONS

1. The box is already built, improve with paper or painting.
2. Cut cardboard to fit the bottom of the box.
3. Glue to the inside bottom of the box.
4. Place heated head of pin into mothballs.
5. Stick mothball pin in box.
6. Paste lined, white paper on inside lid.



Daily Schedule

7:00 A.M.	"Wake Up"
7:20	Chopsticks, Flag & Weather Crews Report
7:40	Morning Colors
7:50	Breakfast
8:30	Daily Duties
8:50	Cabin Clean-Up
9:15	Cabin Inspectors Report - Others Assemble For Resource Study
9:30	Begin Field Study
11:55	Chopsticks Report To Dining Hall
12:00 Noon	End Field Study
12:15	Noon Meal
1:00	Quiet Time And Showers
1:55	Assemble For Field Study
2:00	Begin Field Study
4:15	End Field Study
4:20	Cabin Activities With Junior Counselors
4:40	Assemble For Recreation
5:40	End Recreation
5:45	Chopsticks, Flag & Weather Crews Report
6:05	Evening Colors
6:15	Evening Meal
7:00	Resource Review/Teacher-Class Meeting/Resource Preparation/Junior Counselor-Senior Counselor Meeting
8:00	End Meetings (Students Return To Cabins)
8:15	Begin Campfire
9:15	End Campfire (Return To Cabins - Prepare For Bed)
9:40	"Lights Out"
9:45	"End Of Day"
	At conclusion of campfire the Site Supervisor meets with Resource Specialists, Senior Counselors and teachers.

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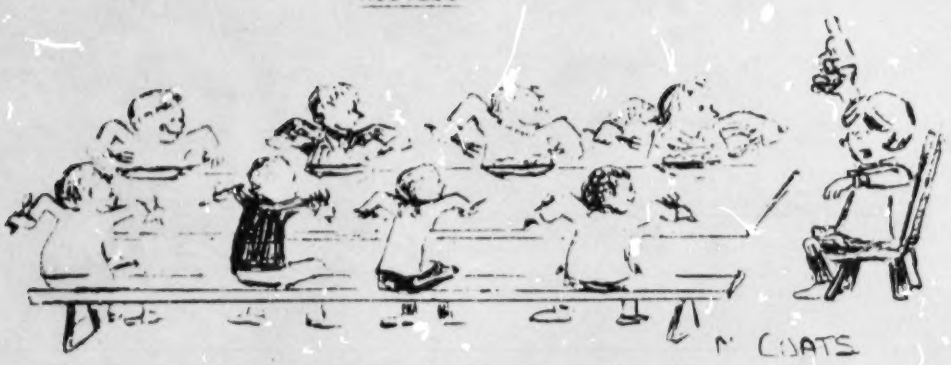
STUDENT RESPONSIBILITIES

Every student at the Outdoor School will be assigned most duties sometime during the week. Your help is essential if Outdoor School is to be a pleasant place in which to live. The variety of duties will be explained in the following section. We hope you will find all of these duties interesting and challenging and enter into them with a spirit of cooperation and enthusiasm. The duties of chopsticks, host or hostess, kitchen police, and Johnny Jump-up will apply for all the meals served in one day. Woodchuck and Roustabout report only once during the day at 8:30 a.m. and cabin inspection once at 9:15 a.m. Weather crew reports once each day, 20 minutes before breakfast or 20 minutes before the evening meal.

HOST

The host has many responsibilities. It is the duty of the host to invite a different staff member or visiting adult to be his guest at each meal. The host heads the table. After the rest of the table has been seated and before Johnny Jump-up goes for food, the host should remain standing and introduce his guest to the rest of the table (hostess first). It is also the responsibility of the host to serve the main dish. When more food is needed at the table, it is the duty of the host to request the Johnny Jump-up to get it. As host it is your duty to guide the conversation and to set a good example by using proper table manners at all times. Upon completion of the meal be sure to thank your guest.

HOSTESS



"Get on your mark . . . ."

The hostess, like the host, has many responsibilities. The hostess also invites a staff or visitor meal guest. The hostess is at the opposite end of the table from the host. The hostess remains standing after the rest of the table has been seated and before Johnny Jump-up goes for food, she introduces her guest to the rest of the table. (Hostess does this before the host). When the host has served the main dish to everyone, it is the responsibility of the hostess to start the salt, pepper, and butter around the table. When the entire table has been served, the hostess takes the first bite and then everyone may begin eating. Like the host, the hostess has the duty of directing the conversation and seeing that she sets a good example in the proper use of table manners. Be sure to thank your guest when the meal has been completed.

JOHNNY JUMP-UP

"One at a time, you dum-dum!"

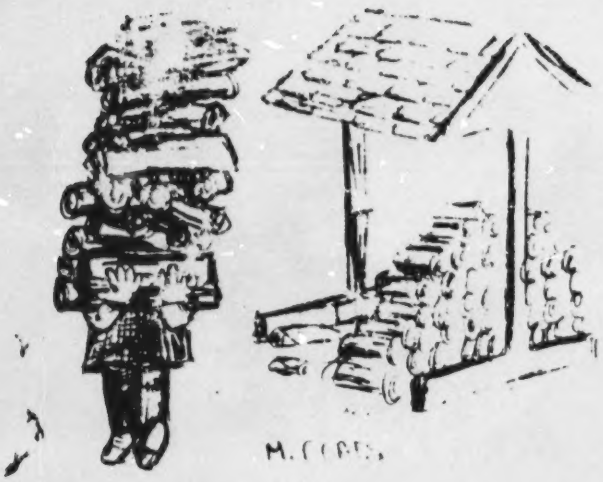
It is the duty of the Johnny Jump-up to get food from the kitchen for the table as soon as guest introductions are completed. If seconds are desired, the Johnny Jump-up will go for the required food when requested by the host.

CHOPSTICKS

It is the duty of the chopsticks to see that the dining hall is ready for the meal. They work under the direction of the Dining Hall Steward to insure that all the tables are properly set. It is extremely important that the chopsticks report on time for this duty so that meals may be on time.

KITCHEN POLICE

It is the duty of the K.P.s to remain in the dining hall after the meal and report to the Dining Hall Steward. They have the responsibility of seeing that the tables are cleared and cleaned, dishes taken to the dishwashing room, and the floors are mopped or swept. Dishes will be washed by kitchen staff.



WOODCHUCK

After the breakfast meal, a group of students will be responsible for seeing that wood is carried to the dining hall, the campfire area, and anywhere else needed. A Senior Counselor will be in charge of this duty.

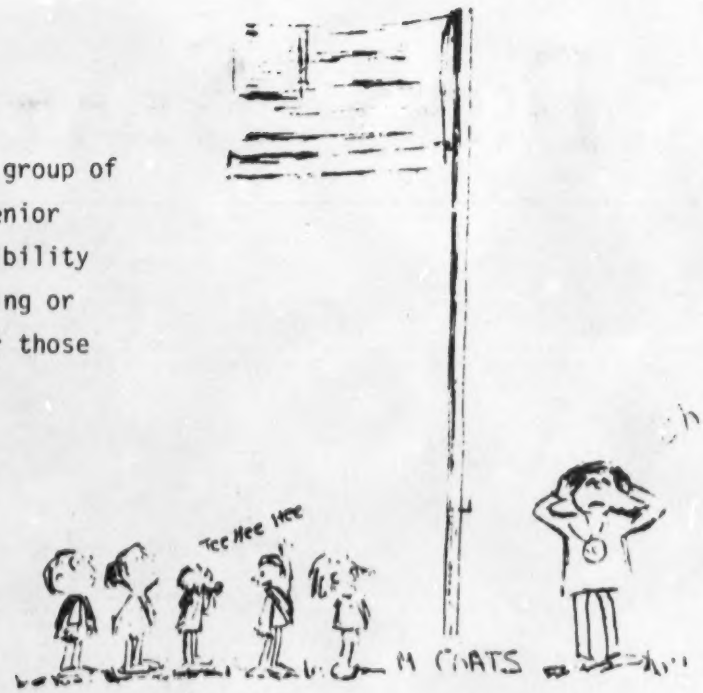
ROUSTABOUT

Daily, a group of boys and girls will report to a Senior Counselor for the duty of Roustabout. This duty will consist primarily of cleaning the latrines, wash houses, showers, and cleaning up the site grounds and other special details assigned by the Roustabout counselor.

"But we couldn't find the brush!"

FLAG

Each morning and evening a group of students, working with a Senior Counselor, has the responsibility for conducting a flag-raising or flag-lowering ceremony, for those attending Outdoor School.



WEATHER

"I believe there is a 10% chance of rain....."

Each morning and evening a group of students, working with a Senior Counselor, will have the responsibility to report to the weather station, read the weather instruments, and make a forecast of the weather. They will make a verbal report after breakfast or dinner meals in the dining hall.

Duty Stations

You are responsible to see that you report on time and to the proper place for duties.

When your living group has the duty of:

HOST	Report in front of dining hall at mealtime
HOSTESS	Report in front of dining hall at mealtime
JOHNNY JUMP-UP	Report in front of dining hall at mealtime
CHOPSTICKS	Report to Dining Hall Steward in dining hall at scheduled times before each meal
KITCHEN POLICE	Remain after the meal and report to Dining Hall Steward
FLAG	Report to counselor in charge at the flag pole at scheduled times
WEATHER	Report to counselor in charge at the Weather Station at scheduled times
WOODCHUCK	Report to counselor in charge in front of dining hall after breakfast
ROUSTABOUT	Report to counselor in charge in front of dining hall after breakfast
CABIN INSPECTION	Report to counselor in charge at Outdoor School office

Duty Schedule - Girls

		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
CHUKAR	1	Weather p.m.	Flag a.m.	Hostess and K.P.	J. Jump-Up & Woodchuck	Hostess	Chopsticks
	2	Flag p.m.	Weather a.m.				
DOVE	1	Chopsticks	Hostess and Roustabout	Flag a.m.	Hostess and K.P.	J. Jump-Up & Woodchuck	Hostess
	2			Weather a.m.			
GROUSE	1	Hostess	Chopsticks	Roustabout Weather p.m.	Flag a.m.	Hostess and K.P.	J. Jump-Up & Woodchuck
	2			Roustabout Flag p.m.	Weather a.m.		
MALLARD	1	J. Jump-Up	Hostess	Chopsticks	Roustabout Weather p.m.	Flag a.m.	Hostess and K.P.
	2				Roustabout Flag p.m.	Weather a.m.	
PHEASANT	1	K.P.	J. Jump-Up & Woodchuck	Hostess	Chopsticks	Roustabout Weather p.m.	Flag a.m.
	2					Roustabout Flag p.m.	Weather a.m.
QUAIL	1	Hostess	K.P Flag p.m.	J. Jump-Up & Woodchuck	Hostess	Chopsticks	Roustabout
	2		K.P. Weather p.m.				

Duty Schedule - Boys

		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ANTELOPE	1	Weather p.m.	Flag a.m.	Host and K.P.	J. Jump-Up & Woodchuck	Host	Chopsticks
	2	Flag p.m.	Weather a.m.				
BEAR	1	Chopsticks	Host and Roustabout	Flag a.m.	Host and K.P.	J. Jump-Up & Woodchuck	Host
	2			Weather a.m.			
COUGAR	1	Host	Chopsticks	Roustabout Weather p.m.	Flag a.m.	Host and K.P.	J. Jump-Up & Woodchuck
	2			Roustabout Flag p.m.	Weather a.m.		
DEER	1	J. Jump-Up	Host	Chopsticks	Roustabout Weather p.m.	Flag a.m.	Host and K.P.
	2				Roustabout Flag p.m.	Weather a.m.	
ELK	1	K.P.	J. Jump-Up & Woodchuck	Host	Chopsticks	Roustabout Weather p.m.	Flag a.m.
	2					Roustabout Flag p.m.	Weather a.m.
MOOSE	1	Host	K.P. Flag p.m.	J. Jump-Up & Woodchuck	Host	Chopsticks	Roustabout
	2		K.P. Weather p.m.				

DINING HALL PROCEDURE

Everyone is to wait outside the dining hall until directed to enter by the staff member in charge. The hosts, hostesses, and their guests will be asked to enter first. The Johnny Jump-ups will enter next. The remaining students will then be requested to enter the dining hall in an orderly manner.

NOTE: When entering the dining hall do not look for a special friend to sit by, get to know some new people. "Make new friends, but keep the old. One is silver and the other is gold".

After being seated and guests introduced, you should talk in a conversational tone of voice. When singing is started, give your complete attention to the person leading the song. During announcements, please remain quiet so that you will be able to hear everything being said.

TABLE MANNERS

Good table manners are stressed at the Outdoor School. On the following page you will find a list of table manner terms that are used at the Outdoor School. All students, staff, and visitors are expected to follow these rules for dining. When a violation is noticed by you, simply repeat the term that applies to the violation you have observed. It should be a challenge to each of you to attempt to "catch" others on their table manners. Of course, this is always to be done in a good-humored manner. Visitors are subject to the same table manners, however, you must recognize they have not had the same chance as you to study the manners, therefore, you should remind them of violations in a polite and helpful manner.

Table Manners

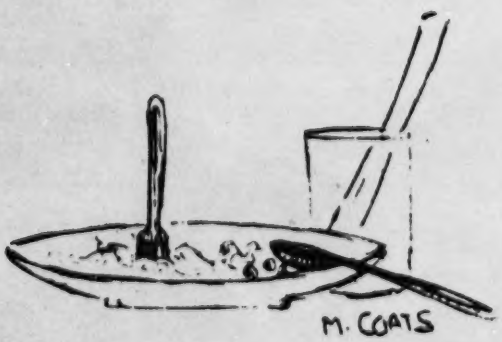
TERMS FOR TABLE MANNERS

Not passing the salt and pepper together.

Breaking up a friendship

Elbows on table

Mable, Mable, strong and able,
get your elbows off the table.



Flag Pole

Leaving spoon in cereal or dessert bowl.

30

Thumbs in bowl or plate while passing.

Finger Painting

Table Decoration - Napkin on table and not on lap.

Floor Decoration - Napkin on floor.

Gang Plank

Resting knife on table and edge of plate.

Full House - Stuffing mouth full of food or talking with food in mouth.

Placing bowl on used plate.

Muddy Feet

Time Check - Silverware not placed at 10 to 4 on plate when meal is finished.

Not passing food using opposite hand.

Reckless Driver

Traffic Jam

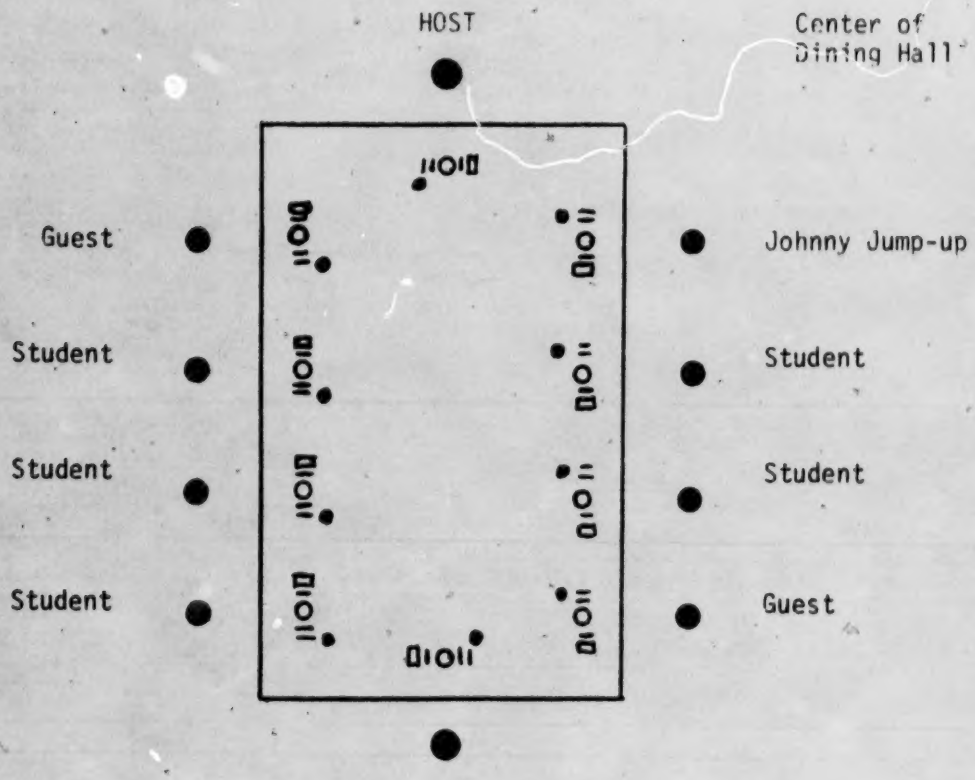
Not passing things one at a time or so that they meet going in opposite directions.

When passing food, you should pass to the right the first time around. Once an item has gone around the table it can then be passed either right or left, depending on which is most convenient. Pass food by reaching across your body with opposite hand, take plate, switch hands in front, and pass on with opposite hand.

All meals served at Outdoor School are prepared bh a school dietician and special effort is made to see that they are well balanced. It is hoped that you will eat everything on your plate. Even though there may be some things you do not like, you are to take three bites of everything on your plate.

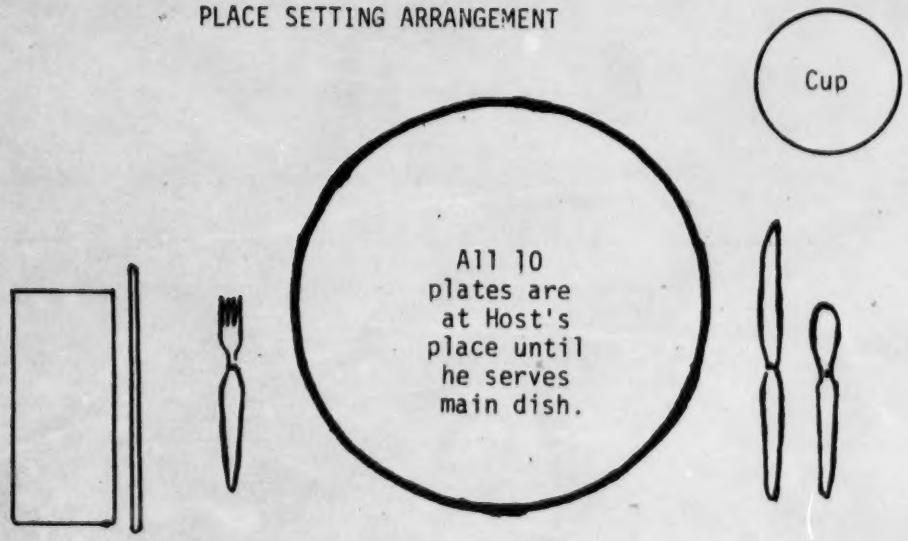
Don't forget PLEASE and THANK YOU when asking for articles at tne table.

TABLE SEATING ARRANGEMENT



Outside wall of Dining Hall

PLACE SETTING ARRANGEMENT



CABIN CLEAN-UP AND INSPECTION PROCEDURE

Each morning after breakfast there will be approximately thirty minutes in which to prepare for cabin inspection. An inspection group composed of one student from each cabin will carefully inspect all the cabins for cleaniness, neatness, and uniformity. The grounds around the cabin will also be inspected to see that they are clean. A Senior Counselor will be in charge of this duty.

The diagram in the following section should be followed closely to insure everyone arranging their bunks and cabins in the same order.

PERSONAL CLEANLINESS

Your personal hygiene is your responsibility. Adequate time is provided daily for you to maintain good health practices. Changing clothing daily, washing hands before meals and after lavatory, brushing teeth, combing your hair, and showering are a big part of healthful living in the out-of-doors.

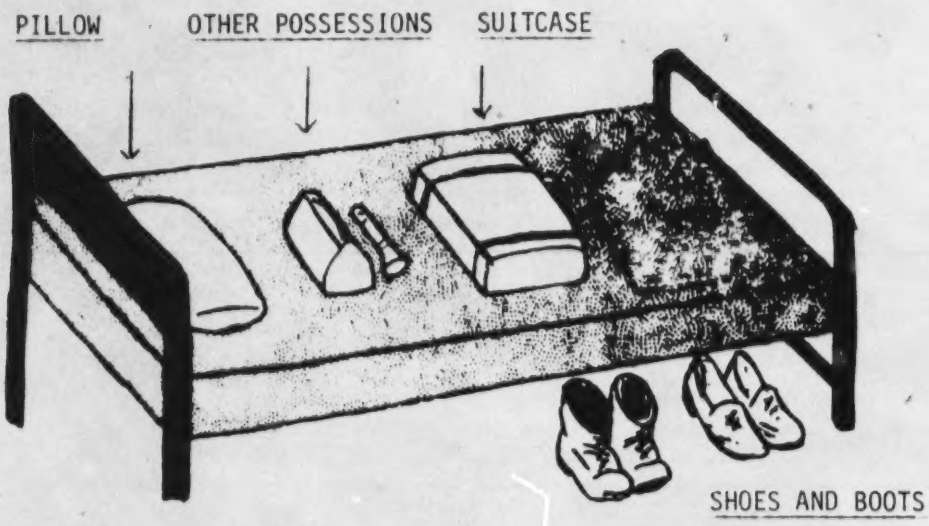
HEALTH AND SAFETY

If you are injured in any way or if you do not feel well, you must report this immediately to your teacher, counselor, or staff member who will see that you visit the nurse. Remember, the nurse is there to help you and wants you to enjoy your stay at the Outdoor School.

NOTE: Any medication you bring to the Outdoor School must be turned over to your cabin counselor who will give it to the nurse. Make sure your name and prescribed dosage are written clearly on the container. The nurse is responsible to see that your medication is given to you as required, but you must appear at the dispensary at the proper time. This is your responsibility.

WRITING HOME

Very early in the week you will be encouraged to write a letter home letting your parents know you arrived safely. Place your letters in the central collection box in the Dining Hall. Write to your parents and friends several times during the week. You will also be able to receive mail while at the school. Be sure your parents know the address. It is included in their PARENT'S LETTER.



HINTS FOR CABIN INSPECTION

The following six items will be inspected and graded in each of your cabins and on the grounds around the cabin. Here are some suggestions which should help you have a successful inspection.

BUNKS	Are the sleeping bags or blankets pulled smooth?
GEAR	Is all the gear off the floor? Is the gear placed neatly on the bunks? Has each person placed his or her gear as shown in the diagram above? Is the damp towel and wash cloth hanging on the back of the bunk?
SHOES	Is the footgear in line with the bed post? Do all shoes have the toes pointing to the center of the cabin? Are all shoe laces tucked in or tied in a bow? Have the shoes been dusted?
CLEANLINESS	Have ledges, shelves, and window sills been dusted?
FLOOR	Is the floor clean? (Check around bed posts)
GROUNDS	You are also responsible for the appearance of the outside of your cabin and the grounds around it. Be sure all litter has been picked up.

Do the cabin and grounds look like a pleasant place to live? Do whatever you can to improve the overall appearance. DO NOT PLACE ROCKS, FIREWOOD, OR PICKED PLANTS AROUND CABINS.

By following the helpful hints above and by working as a member of a cooperating team, your cabin will be a pleasant place in which to live.